

July 31, 2003

Dear Interested Parties:

The revised Housing Trust Fund (HTF) Guidelines and Procedures Handbook is now on the Housing Division Website at <http://housing.ocd.wa.gov>. The Handbook contains the Fall 2003 HTF application.

We strongly advise applicants to review the entire Handbook paying special attention to the following:

- Introduction – Information on funds available and staff contacts
- Chapter 2 – Guidelines
- Chapter 3 – Application Instructions and Forms including information on the HTF Operations and Maintenance Fund
- Chapter 4 – Contract Development and Management Procedures
- Chapter 6 – Application for homeownership projects – there are major revisions to this chapter
- Chapter 7 – Pre-application for CDBG Housing Enhancement Funds.

Application Deadlines – Two Stages

Stage 1: August 15, 2003, 5 p.m.

Stage 2: September 17, 2003, 5 p.m.

Final Funding Decisions

December 17, 2003

Before you begin preparing an HTF application, we recommend you review the HTF Handbook thoroughly to understand the guidelines, program requirements, and the HTF application process. After reading the guidelines, if you have questions about the eligibility of your organization or your project to receive an award from the HTF, please contact any of the housing staff listed in the Introduction to the Handbook.

CTED staff is available to assist applicants by helping them understand HTF guidelines and procedures, and by providing feedback and comments on project concepts in the early stages of project and program design. Staff do not provide assistance with writing applications or with project development. We expect applicants to either have real estate/project development experience or to link up with consultants who can provide development expertise. Many housing development consultants are available to assist project applicants. For more information regarding technical assistance, call Impact Capital at 206-587-3200.

Thank you for your interest in the HTF. We look forward to working with you.

Corine Knudsen, Managing Director
Housing Finance Unit